


Printing lexile labels for the books

1. **Printing labels** - Go to the computer in the classroom you are using with a stack of 30 books that have lexile numbers you penciled in them or use your tally sheet of numbers. Locate a sheet of labels.
2. **NOTE** - when you are printing, talk to your colleagues and let them know you will be printing labels so they do not send a print job to the printer and print on your labels.
3. Double click and open the file named LEXILE
TEMPLATE.doc  LEXILE TEMPLATE.doc
4. The template has 30 spaces to fill in. The cursor will be blinking in the top left box. Enter the first lexile number there. Use the arrow or click in the next box and enter the next lexile number until you have filled in all 30 spaces in the document.
5. You are ready to print - go to File along the top menu bar, pull down to print, select the printer you are using. **DON'T CLICK PRINT YET.** Leave that screen up. Grab a sheet of labels, go to the printer, open the paper tray, put in the labels **face down** so you cannot see the labels, close the tray. Now, go back and click print on the computer. Your labels will come out of the printer.
6. Do not save changes to this file. Close Word unless you are going to do another sheet of labels right away. Click and highlight the number to replace it with a new number. Otherwise, close it and do not save your changes. You will have the blank template to work with the next time you open the file.
7. Place the correct label in the book over the number you penciled in.